

AHVRP 2020

Association for Health Care Volunteer Resources Professionals

Annual Conference

August 22-25, 2020 ▶ Denver



2020 AHVRP Call For Concurrent Session Submissions

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Thank you for your interest in the 2020 AHVRP Call for Concurrent session submission.

This is a call for presenters to provide relevant and cutting-edge information, best practices and essential tools during concurrent sessions at the 52nd Annual AHVRP Conference & Exposition, August 22-25th, 2020 in Denver, Colorado.

This call is available to non-vendor, AHVRP members only.

Additional Information: If you are a vendor who is interested in presenting a sponsored session, please contact AHVRP directly. 312-422-3939 or e-mail us at ahvrp@aha.org.

The call for concurrent session submissions OPENS February 10th, 2020 and CLOSES March 31st, 2020 at 11:59 p.m. CT.

What are the AHVRP members looking for?

- Cutting Edge programs! Got a program you are having amazing success with? Share it with your peers!
- Have a unique way of recognizing your volunteer department locally or in your community? How about within your organization? Please share! Demonstration of measurable impact your department has on the business with results to prove it?
- Can't keep your shelves stocked in your gift shop because you are selling the latest and the greatest? Share your wisdom!
- Are you the person everyone goes to (Subject Matter Expert) for recruitment of volunteers, retention, program development/enhancement? Share your knowledge!

Proposals are evaluated using the following additional criteria:

- Content that is current and practical, cutting edge or innovative, as it relates to volunteer

management in a health care setting

- Programs are easily replicated/applicable and can demonstrate success in any organization with minimum to moderate change
- Programs and initiatives that demonstrate measurable business impact and results
- Focused learning objectives that can be met in the time allotted
- Clear, specific and informative content that is directly linked to the learning objectives.

Here is how the submission process works:

- Submit your concurrent session proposal by March 31st, 2020 11:59 p.m. CT.
- You must complete the proposal once you begin, any incomplete proposals will not qualify to be reviewed or selected. Please allow 48 hours for AHVRP staff to contact you that your completed proposal has been received. If you do not receive an e-mail, please contact AHVRP directly at 312-422-3939 or e-mail us at AHVRP@org.
- You must fill out all required fields! We recommend starting a Word document (or similar software) to save the information you are submitting. You can find the submission form [HERE](#) with the required questions.
- By April 30th, 2020, AHVRP will notify you by e-mail if your session has been selected to present at the AHVRP 2020 Annual Conference.
- AHVRP staff will work with you on exact presentation schedule, but cannot guarantee a specific slot.
- You will also receive addition information and materials to sign with instructions.
- Reminder: you can start working on your presentations at any point and start putting your slides together before you get selected.
- On May 28, 2020, 11:59 PM CT, PowerPoint Presentations (PPT) are due!
- Failure to send the PPT will disqualify the speaker(s) from moving forward and being able to present at the conference. Please contact AHVRP directly with further questions.

Thank you for your interest in presenting at the 52nd Annual AHVRP Conference & Exposition. We appreciate your contribution.



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Begin submission process

Please remember all information pertaining to your session will be communicated to you, the primary

presenter. You will be responsible for communicating required session information to AHVRP. Information in any conference materials will appear exactly as provided on this submission. Please check the spelling on relevant entries.

Note: A bold/black asterisk indicates a required field.

*** 1. PRIMARY SPEAKER INFORMATION:**

This information will be used by AHVRP and will be on the AHVRP website in addition to other platforms for attendees and AHVRP members.

*AHVRP does not share personal or professional information.

Name (First, Last):	<input type="text"/>
Credentials at the end of name:	<input type="text"/>
Job Title:	<input type="text"/>
Company/Organization/System:	<input type="text"/>
City/State:	<input type="text"/>
Primary (Work) email address:	<input type="text"/>
Primary (Work) Phone Number	<input type="text"/>
Secondary Email Address:	<input type="text"/>
Secondary Phone Number:	<input type="text"/>

*** 2. Please upload your professional headshot. PNG, JPG, JPEG and GIF documents only.**

Choose File	No file chosen
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* 3. Professional Biography for the PRIMARY PRESENTER: Please fill in the blank fields below with the corresponding numbers in the paragraph.

(Your name will go here) is a (Job Title 1) at (organization 2) who oversees (number of volunteers 3) in the volunteer department and has been in the field for (number 4) years. (Your name will go here) also oversees additional departments such as (departments you oversee if any additional 5). Her/His education background received a (major/degree 6) from (school/university 7).

Additional information:

- (Your name will go here) is a member of the following (association/local state chapters/ organization 8)
- He/She serves on the (association/local state chapters/ organization board/committee 9) as a(n) (role 10).
- He/She holds a certification in (Certification abbreviation 11).
- His/Her past experience includes (list any professional experiences 12).

In line 13, please include any additional professional experiences.

*** If one of the field required does not apply, please add N/A in the written field.

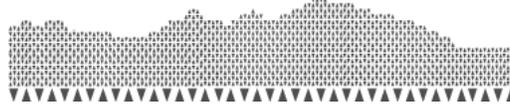
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Secondary Presenter

4. Will you have a secondary presenter with you for the presentation?

Yes

No

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Secondary Presenter Information

This page is all about the secondary presenter. Please have his or her information ready to fill out.

* 5. Information for the secondary presenter: This information will be used the AHVRP website including other platforms for attendees and AHVRP members.

*AHVRP does not share personal or professional information.

Name (First, Last):	<input type="text"/>
Credentials at the end of name:	<input type="text"/>
Job Title:	<input type="text"/>
Company/Organization/System:	<input type="text"/>
City/State	<input type="text"/>
Primary (Work) email address:	<input type="text"/>
Primary (Work) Number:	<input type="text"/>
Secondary Email Address:	<input type="text"/>
Secondary Phone Number:	<input type="text"/>

* 6. Please upload the professional headshot.

Choose File

No file chosen

* 7. Professional Biography for the SECONDARY SPEAKER: Please fill in the blank fields below with the corresponding numbers in the paragraph.

(Your name will go here) is a (Job Title 1) at (organization 2) who oversees (number of volunteers 3) in the volunteer department and has been in the field for (number 4) years. (Your name will go here) also oversees additional departments such as (departments you oversee if any additional 5). Her/His education background received a (major/degree 6) from (school/university 7).

Additional information:

- (Your name will go here) is a member of the following (association/local state chapters/ organization 8)
- He/She serves on the (association/local state chapters/ organization board/committee 9) as a(n) (role 10).
- He/She holds a certification in (Certification abbreviation 11).
- His/Her past experience includes (list any professional experiences 12).

In line 13, please include any additional professional experiences.

*** If one of the field required does not apply, please add N/A in the written field.

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Presenter information

* 8. Tell us about your past presentations/teaching experiences.

Include where you have presented in the past and how many times. This can include presenting at local state chapters, onboarding/orientation, annual education sessions in organization, etc.

* 9. Have you presented at an AHVRP conference in the last three years?

Yes

No

If you answered yes, what topic did you present and what year was it presented?

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Presentation Information

Please fill out the information below regarding your session.

***Please try not to copy and paste the information into the text box as it may cut off.**

* 10. Enter your Session Title (10 words or less):

* 11. Learning Objectives: Each of the three objectives should use one measurable action verb that signifies a demonstrable or observable behavior as a result of participating in the session. It should be clear what the attendee will be walking away with, goals you are trying to help them reach during the presentation.

Here are some example words:

- Conduct
- Reproduce
- Solve
- Analyze
- Develop
- Evaluate

Examples of **GOOD** learning objectives:

- Understand how some failures in the workplace can lead to success with the correct approach
- Develop a plan for designing an Advanced Care Plan for their organization
- Participate in a discussion to analyze and re-design current strategic plan with new ideas on how to recruit

Examples of **BAD** learning objectives:

- Attend this session and you will be able to take home a flier
- Attendee will gain insight of the program
- By attending, the attendees will walk away with useful information

Objective 1

Objective 2

Objective 3

12. Session Description: In detail (250 words or less, 3-5 SHORT sentences), please provide a description for the attendees to better understand your session. Your description should be clear and related to the learning objectives.

***This description will be used by AHVRP on the website, mobile app and used to promote your session on a variety of social media platforms. Please refrain from copying and pasting as the information may cut off.

* 13. Please identify the audience for whom your presentation will be **MOST** valuable.

  Volunteer Management Professionals (ie., directors, supervisors, managers, coordinators)
  Retail Operations Professionals (ie., gift shop managers, thrift shop managers)
  Auxilians/Volunteers
  Hospice Professionals
  Veterans Administration
  Children's hospitals

* 14. Please identify the level of audience for whom your presentation will be most valuable.

- New to Profession- fundamentals and essentials for those newer to the field (1-3 years)
- Intermediate – “cutting-edge” tools, skills, knowledge for those experienced in the field (4-7 years)
- Advanced – in-depth analysis and study on a specific topic as desired by the more experienced leaders in the field (7+ years)

* 15. Please select 3 that best apply to your presentation:

- Planning and program development
- Human resources, risk management, strategic planning
- Finance, annual reports, communication
- Organization and management services
- Outreach, advocacy and public relations
- Professional development
- Retail
- Hospice



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Acknowledgement and Acceptance of Terms and Conditions

As the primary presenter for this proposed session, I have thoroughly read the AHVRP 2020 Call for Concurrent Sessions including submission guidelines, education level and evaluation criteria and terms for speaker benefits.

PLEASE READ THE FULL RESPONSIBILITIES GUIDELINE AS SOME OF OUR POLICIES HAVE CHANGED.

I understand and agree that I will be responsible for communicating in a timely manner with AHVRP staff, the Annual Conference Planning Committee and any co-presenter(s) regarding information about my session.

I also understand that:

- **AHVRP has final determination of the format and length of my session. Sessions are to be 1 hour long during the conference.**
- **I understand that I will sign additional forms that might include a confidentiality form and conflict of interest if I am selected to present.**
- **If selected, I understand that presenting at an educational program or a meeting of a national,**

regional, state, or local professional association or society, hours may be reported for the first time only of a presentation, for twice the length of the educational program, for the speaker's portion of that presentation. 1 hour presentation will be 2 CEUs.

- I understand the benefit for a co-speaker will benefit the same continuing education hours (CEUs) as the primary speaker.
- I am responsible for adhering to the 2020 Call for Presentations timeline and the guidelines for submission. If I fail to do so, AHVRP reserves the right to remove my session from the conference program.
- I understand AHVRP will provide a laptop, podium, podium microphone, LCD projector and screen. Outside hardware will not be permitted. WiFi will not be provided in the concurrent session room. Please note, if you have a video in your PPT, as the primary speaker, you will embed the video into the PPT and also upload the videos to a Drive folder created by AHVRP, to insure the videos play during the presentation at conference.
- I am responsible for submitting the presentation PowerPoint (PPT) slides using the 2020 AHVRP Conference Concurrent Session template by May 28th, 2020. Failure to do so may result in my session being removed from the conference offerings.
- I am responsible for obtaining permission to reproduce my handouts if copyrighted by an organization other than AHVRP.
- AHVRP has permission to post a notes version PDF of the PPT slides on the AHVRP conference mobile app and a member protected website page for attendee use.
- AHVRP programs are noncommercial forums, any type of self-promotion including, but not limited to, the direct promotion of products, services and use of a company or product logo is prohibited. No products of any kind will be allowed for distribution in the session. Images or likeness of celebrity images are not permitted on the PPT slides nor in the presentation.
- I must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.
- I understand that I am required to register for the AHVRP conference (this can include full conference registration or one day if I am only coming to the day to present).
- I also understand that if I am not an AHVRP, once I register for conference, a year membership is included with conference registration.

* 16. By checking off this box, I agree with the terms and conditions outlined in this Call for Concurrent Session Submission process. In the event of a cancellation, I will notify AHVRP in a timely manner. today's date, I agree to the terms and conditions.

I agree to the terms and guidelines above.

Date of submission:

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Presentation submission completed!

Congratulations!

You have completed the submission process for the Call for Concurrent Session Presentations for the 52nd Annual AHVRP Conference and Exposition. Please allow 48 hours to hear back from us with a copy of your submission.

All participants who submitted a complete proposal will be notified via email by April 30th, 2020 with the final decision.

If you have any questions regarding the submission process, please contact AHVRP at ahvrp@aha.org .

Please click DONE once you are finished.